G. R. S. 58] P 32

Previous references.

File No. 357-15

1915.

Serial Nos. 1-5

(Gen - Mis)

Later references.

GM 146-1781

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for

SUBJECT.

Rules regulating the economical use of papers & Stationery -

5- To Controller of Stg & Printing & Stationery —

Approves of the Specimens of papers &c Submd. by the

4- Director of Stg - for general Supply ——

W D 1351—GPB—20,000—13-12-15

G. R. S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(Gen. Mis)

NOTES.

File No. 357-15

FILE HEADING.

Revision of the Stationery Rules.

From

The Comptroller, Mysore Govt:

No. 4866 / R. 276 Dated 3.1.16 Received

Diary No. 5726	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Furnishes certain suggestions for the Consideration of Government to effect an appreciable saving in regard to the use of Stationery, viz., D.O. letter papers and Covers.

NOTES AND ORDERS.

Submitted for orders with a copy of the Stationery Rules.

15/1

2. Forwarded D.O. to the Superintendent of Govt Stationery for favour of opinion

Bangalore 17 Jany. 1916

By order

for Secy. to Govt

Jany 1916

G.O. 107-15 C

NOTES—First Sheet.

GPB—20,300 - 8 S-14

G. R. S. 12]

General and Revenue Secretariat. | G. M. File No. 357 of 1915.

5/10/16

Serial No.

3. As regards (a) in the Comptroller's suggestions, I note from a letter recently received from Govt. House, Madras, that this method of correspondence by single sheets is now being adopted, & I had it in my mind to address Govt. upon the matter.

4. As to (b), if a new size of envelope is to be adopted, it should be one of a regulation size, & nearest to that suggested. A special size would entail extra expense.

5. As to (c) it would be more handy to order the paper already cut to the shape indicated.

6. As to (d), it is only for Govt. to issue an order to this effect.

7. As to (e), the suggestion would not appeal readily to officers.

8. Re (a) & (b), if the suggestions is to be carried out orders shd. be issued at once, as it is time for stationery orders to be put in hand.

E.M.G.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

18.1.16.

R. S. 12]

General and Revenue Secretariat.

File No. 357 of 1915.

Serial No.

9. Subd. with the Superintendent's opinion on the Compiler's suggestions. He is in agreement with most of them

ZZ hms 21.1.16 (Draft) in pamphlet letter may be adopted

10. Rule (b) last sentence to be adopted with the exception that Urgent & immediate Communs shd be enclosed in separate covers & marked as such. —

11. Rule c - Feasible only if the Supdt of the Press can arrange to supply the paper cut & gummed inside the flap.

12. Rule (e) Not desirable.

13. Subs proposed by Hon'ble Member

14. I think that all the suggestions except perhaps the last are good & may be adopted. Even the last may be adopted if printed forms are issued with headings for enquiry & reply in appropriate cases.

15. Please draft an order & issue after submission to Dewan.

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

12/2/16

14/2/16

14/2/16

5726

G. R. S. 12]

General and Revenue Secretariat. | G. M. File No. 357 of 1915.

Serial No.

6. Subd. with a draft.
Sent 18.2.
17. Rep. Para 15
29/2-16
K. Secy.
18.
1/3-16
19. Draft approved by the Hon'ble member
28. Issued
4/3-16

4609
4.3.16

Draft approved by the Hon'ble Member may issue
18.3.16
18/3-16

3. To, The Supdt Govt Stationery (2) Heads of Depts (3) Heads of offices (4) Deputy Commrs of Dists (5) Presidents of District Boards, Municipalities & the K.G.F. Sanitary Boards.

No. G

Issues certain instructions in the matter of supply of writing paper & cover.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

8044

G. R. S. 12]

General and Revenue Secretariat.

G. M. File No. 357 of 1915.

Serial No.

2 From The Comptr. No 6836/R.429 D. 10.3.16

Encloses a cutting from the Times of India regarding the waste of stationery in Govt offices & requests early orders on his previous letter on the subject.

D.5726.
G.M.357-15-1.

The letter referred to was submitted to Dewan on 4.3.16 with a draft approved by 1st member.

Asst. Secy 13.3.16

Submitted for orders.

(K. Secy.) — Dewan 14/3-16

16/3

16/3-16

Shall this letter be submitted to Dewan in continuation? The Secretary has Asst Secy 17.3.16. seen the reference & has passed no order in the matter — File

17/3-16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

865b

General and Revenue Secretariat.

Gen File No. 357 of 1915.

Serial No.	
4.	Letter No: 1477 Dy 31.3.1916 from the Supdt. of Stationery submitting Several Samples for approval and proposing to print them in Press debiting the Cost to the Stationery Budget
	The Supdt. says that the Comptroller at whose instance, the recent order was passed, has approved of the several samples submitted to Govt.
	The points requiring orders are as follows.
	1. The use of Small envelopes ($3\frac{1}{2}$" by $2\frac{1}{4}$") is to remain in abeyance as the price is dearer than that of larger envelopes.
	2. Proposal to stamp Single Sheets of note paper in white Seal to distinguish them from red Seal papers in use.
	3. Proposal to print and prepare these papers in the Press and Charge the Cost to the Stationery Budget.
	4. Supply of these papers to the several offices as Soon as ready
	5. Deducting these quantities from annual indents as from July next.
	The packet received with the letter is also put up.
	4/4
	The Suggestions may be Generally approved & the details left for the Superintendent & Second Members
	8/4-16

88.
7.4.16.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

8686

7

General and Revenue Secretariat.

Gen File No. 357 of 1915.

Serial No.	
27	I agree (~~The~~) I have read the opening [illegible] from the enclosable [illegible] 12/4/16
	30 Draft [illegible] 13/4-16
	Draft order is read.
	[illegible] 14/4
	Issue [illegible] 17/4-16
5	To The Comptroller. Compiler Mysore Gazette. No. 914 s 20-2 dy 19-4-16 Approves the suggestions made by the Comptroller & forwards the application form, as revised, to the Compiler for publication.

B

NOTE—Contn. sheet.

GPB—70,000—17-12-15

af nw 1037/15

8

G.R.S. 13]

Routine

[To be used only for notes, requisitions, etc

Dcain[r] Nanjunkaya

Jud: Secy desires to see the file relating to the issue of G.O nos G 13 209-269 Gen 357-15-3 d 22-3-16 - regarding the subsidy of writing paper & covers. Please get the file submitted.

V.N
23-3-16

MR 1056-15

Genl.

Dispsl - By 11

To Branch V for kindly putting up the above file

BR
23/3

The file (Gen 357-15) is linked to this. It may be kindly returned when done with.

Sec Asst
24/3

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

493

27 MAR. 1916

GPB—2,000—28-8-14

C. O. 44—Rec. 19]

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.
Window delivery No. 6, Bangalore.

No. 4866
R. 276

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

Dated Bangalore, the 30th December 1915.

FORM

Rajamantrapravina
DIWAN BAHADUR J. S. CHAKRAVARTI, ESQ., M.A.,
F.R.A.S., ETC.,
Comptroller to the Government of
His Highness the Maharaja of Mysore.

To

.....The Secretary to Government., Esq.,
.....General Department.....
.....

SIR,

I have the honor to bring to notice of Government that according to the present system of carrying on official and demi-official correspondence, there is a large waste of stationery. If suitable orders are issued by Government, an appreciable saving may be effected.

I indicate below some points for the consideration of Government:-

(a) In demi-official correspondence in the majority of cases when a half sheet is sufficient, a full sheet is unnecessarily used. I would suggest that half sheet D.O. papers of all sizes be issued. The number of D.O. note sheets supplied to each office may remain unaltered but 75 % of them may be half sheets and 25 % full sheets .

(b) At present there is a great waste in the matter of envelopes . It may be ruled that ordinarily each paper should be folded twice, first

first, breadthwise and then, lengthwise before being placed in an envelope. For the ordinary half sheet D.O. paper 7 " X 4½ " a new smaller sized envelope 3½ " X 2¼ " should be introduced. Strict orders should be issued that envelopes of larger sizes than necessary, should not be employed. All communications to the same officer on the same day should be placed in one cover as far as practicable.

(c) In a very large number of cases the use of envelopes may be dispensed with. For this purpose the system of combining note paper and covers by having a flap to the paper may be introduced. Even in cases of ordinary paper if a space of about one inch is left unused at the top and the corners of this space of one inch are cut off obliquely with a pair of scissors, the use of an envelope can be dispensed with in the majority of cases. Of course in such a case, a little care will be required in opening the letter. But if the practice is introduced, all concerned will acquire the habit of opening such letters properly within a very short time.

(d) For short routine communications, such as acknowledgments, remainders, etc., the use of service post cards may be more largely resorted to than at present.

(e) In cases in which it is not necessary to keep a copy of the correspondence in the office receiving the communication, the system of noting the reply on the letter itself and returning it to the writer may be largely resorted to. It may be made clear that such a procedure will not indicate want of courtesy,

I have the honor to be,

Sir,

Your most obedient servant,

Comptroller. 30/12

S.S.S.

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters, below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

11

No. OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

FORM *Dated Bangalore, the* *191*

DIWAN BAHADUR J. S. CHAKRAVARTI, ESQ., M.A.,
F.R.A.S., ETC.,
Comptroller to the Government of
His Highness the Maharaja of Mysore.

To

...., ESQ.,
Secretary to the Government of Mysore,
....*Department.*

SIR,

This is an example of waste!

MPB—2,000—25-4-11

C. O. 42-Rec.—17]

..... Department.

191 .

FROM

DIWAN BAHADUR

J. S. CHAKRAVARTI, ESQ., M.A.,

F.R.A.S., ETC.,

Comptroller to the Govt. of

H. H. the Maharaja of Mysore.

To

..... ESQ.,

Secretary to the Govt. of Mysore.

Dept.

Dated

Despatched 3/4/12

Received 4 8 12

No..... 1276

Subject matter.

URGENT.

G. M. 357-15

DIARY NO. 8044 1

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

15-16
GM
357-15-2

communication

No. 6836 R&H

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT.

Dated Bangalore, the 10th March 1916.

FROM " Rajamantrapravina" " Dewan Bahadur "

J. S. CHAKRAVARTI, ESQ., M.A.,
F.R.A.S., etc.,
Comptroller to the Government of
His Highness the Maharaja of Mysore

To

D. M. Narasinga Rao, ESQ., B.A., B.L.,

Secretary to the Government of Mysore,

General *Department.*

SIR,

D. 5726. 4.7.

In continuation of my letter No. 4866/R276 dated 3rd January 1916 making suggestions for preventing waste of stationery, I beg to enclose herein a cutting from the Times of India dated 8th March 1916 bearing on the point. Very early orders on the subject seem desirable.

I have the honour to be,

Sir,

Your most obedient Servant,

J. S. Chakravarti

Comptroller.

S.S.S.

Rec.—Gl. 187

Received ... Department.

1916

FROM Raj Amanta Biswas
J. S. CHAKRAVARTI, Esq., ...
...
Comptroller to H. E. the ...
H. H. the Maharaja of Mysore.

To

The Secretary to the Govt. of His ...
General Dept.

Dated 10

Despatched March 1916.

Received 16

No. ... (illegible)

Subject matter.

In continuation of
No. 4866 dated
N 276
30 June 16. encloses
a cutting from the
Times of India dated
8 March 16 bearing
on the working of
Mahomedan ...
...
...

GPE—Kan... 1911

13

Cutting from the Times of India dated 8th March 1916.

Official Waste.

Correspondents of the London papers are beginning to take up the question of waste in Government offices and several of them quote examples of the prodigious waste of stationery. *The Times* states that out of three foolscap sheets of War Office note paper sent to it none contains more than 25 words, which in each case could have been put on an ordinary memorandum form. The example is very typical of Government ways, and not in England only. In this country the Government of India and the local Governments appear to think it inconsistent with their dignity to issue any communication without wasting at least as much paper again as is used, and the thicker and more expensive the paper the greater the glory of the sender. Some prodigals delight in adding to their offence by enclosing the most trivial communication within two envelopes, apparently in the hope that the air of mystery thus imparted to their correspondence will distract attention from the real nature of the contents. What is the cost to the tax payer of these little eccentricities has never been estimated so far as we know, but it is certainly not small at the present time when the cost of paper is daily rising. Some enterprising statistician ought to work out how many thousand rupees the Bombay Government could save every month by a less lavish use of stationery.

S.O.

Issuing instructions in the matter of the supply & use of writing paper & covers. 14

G.R.S. 28]

G.M. File No. 357-15

Serial No. 3.

Diary No. of letter replied to 5726.

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, the 7th May 191 6

READ—

G.P. no. G. 6011-60 dated 27th May 1904 prescribing revised rules regulating the supply and consumption of stationery and printed forms in the public offices of the State.

Date of issue 22/8/16

Signed by M B S Rao

ORDER THEREON. ~~No.~~

P.V.D.

Letter no. 4866/R. 276-8-3.1.16 from the Comptroller to Govt submitting for the consideration of Govt certain

P.T. over.

SUBJECT.

GPB—50,000—1-12-12

suggestions by which an appreciable saving may be effected in the consumption of Stationery over Treason.-

The Supdt, Govt Stationery, who was consulted in the matter is in general agreement with most of the suggestions of the Committee. ~~He has also consulted~~ ~~Heads of Depts as to~~

We are accordingly pleased to issue the following instructions in the matter of the ~~use~~ supply of writing paper and covers.

(1) Out of the D.O. note papers of different sizes to be issued to each Office, 75 per cent will be issued in half sheets and 25 per cent in full sheets. The latter sheets are used only in cases of lengthy communications which cannot be accommodated on the former.

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

(ii) Ordinarily, each note paper should be folded twice, first breadthwise and then lengthwise, before being placed in an envelope. For the ordinary half-sheet D.O. note paper 7" x 4½", a new smaller sized envelope of a regulation size nearest to 3½" x 2¼" should be supplied. Envelopes of larger sizes than necessary should never be used. All communications, except urgent and immediate ones, issuing to an officer on the same day should be placed in one cover as far as practicable.

(iii) Note papers with flaps properly gummed should also be supplied, ~~which could~~ so as to be used in a large number of cases and

GPB—20,000—7-7-14

and a saving effected in the envelopes.

(iv) For short routine communications, such as acknowledgements reminders etc the use of Service Post cards should be more largely resorted to than at present.

(v) In matters of routine correspondence in which it is not ordinarily necessary to keep copies, the communication received may be utilized for a reply and returned to the sender. For this purpose, suitable printed forms should be issued with the acknowledgement of enquiry and reply.

3. The State Govt Statistical Bureau is requested to take necessary action at once for the issue of note papers envelopes etc.

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

print 1/8/16

as indicated above. 18

Secretary to Govt
Gen. Deptt

Memo.

To

The Supdt, Govt Stationery Depôt.

All the Heads of Depts and Heads of Offices.

Dy Commrs. of Distts and Presidents of District Boards & Municipalities and the K. G. F. Sanitary Board.

GPB—2,000—21-11-14

No. 1477 Thacker.

DIARY NO. 8656 FROM

OFFICE OF THE SUPERINTENDENT,
MYSORE GOVERNMENT STATIONERY DEPOT.

Dated Bangalore, 31st. March 1916.

C. H. YATES, ESQ.,
SUPERINTENDENT, GOVERNMENT STATIONERY,
BANGALORE.

Gen 357-15-4

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of His Highness
the Maharaja of Mysore, General Department,
Bangalore.

SIR,

I have the honour to acknowledge receipt of your letter No.G.13209-269/G.M.357-15-3, requesting me to take action at once with reference to economising the consumption of Government stationery.

2. In reply thereto I beg to submit several samples of writing papers and covers, which I have shewn the Comptroller, who approves of the same, except so far as the small envelopes are concerned. These had not come to hand when I saw him.

3. With regard to each of the samples I beg to remark as follows:-

4. In para (ii) of the Government Order a small envelope $3\frac{1}{2}$"x $2\frac{1}{4}$" is suggested. From the sample marked "A", received from Madras, it will be seen that it is dearer than even the largest envelope we are using at present. So, until samples are obtained from England, this point may remain in abeyance.

5. In para (iii) ~~with~~ note papers with flaps properly gummed are suggested. Samples of these marked "B1" and "B2" are submitted herewith. The "1" & "2" indicate two qualities of paper, which may be used according to the nature of the communication to be written. In this sample as in all the others, the Mysore arms should appear thereon, either in the position indicated, or elsewhere as may be decided upon. The

The size is foolscap quarto; hence there is no waste in cutting.

6. Regarding service post cards in (iv), these may be supplied as required.

7. As regards stationery for routine correspondence (para (v)) I send a"memorandum" form marked "C1" and "C2" in two sizes (foolscap quarto & large post octavo) as being presumably suitable for this purpose. Nos."1" and "2" indicate the two qualities of paper proposed as in para 5 supra.

8. Besides the above I am submitting for your approval single sheets of note paper in quarto and octavo, in two qualities of paper, marked "D1", "D2", "D3" & "D4" respectively. These would of course be used as required; and to distinguish them from the red seal paper now in use, I suggest that the seal for these be stamped in white and in a bolder style, like "D5". This would have to be engraved.

9. As our annual supplies of stationery have long since been ordered, I propose that these new papers be prepared in the Press and debited to the Stationery Department. They may be issued as soon as ready, and the quantities deducted from the annual indents as from July next. With the stationery indent for 1917-18, they may form part of the annual order for London and Scotland.

I have the honour to be,

Sir,

Your most obedient servant,

C.K.

Superintendent of Stationery.

G.R.S. 28] 17/4

21

GP File No. 357-15
Serial No. 5

Diary No. of letter replied to 8656

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 191 .

Date of issue 19/4/16

Signed by M B L Rao

READ—

Letter No. 1477 dy 31st March 1916 from the Superdt. Govt. Stationery submitting ~~the Report & Govt Pro No. 13209-69 dy 22nd March 1916~~, Samples ORDER THEREON. ~~No.~~ of writing papers & Envelopes with suggestions regarding their issue & made in accordance with G.O. No. 13209-69 dy 22nd March 1916 & Stating that

Gm 357-15-3

over.

SUBJECT.

Chas 3/17/4

The Orders & Envelopes will
be prepared in the Press
& issued as soon as
ready, the grant hitherto being
deducted from the annual
allowance as from Aug next
& that from 1917-18 they will
form part of the annual
order for
indent from London & Scotland

Ordered

Approved

[illegible]

[illegible]

[illegible]

20 Sept 1917 Sent to Stationery Office with Samples.

" " Press

[illegible]

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

1) G. M. 334-15-1-2 D
2) G. M. 338-15-1-4 D
3) G. M. 349-15-1-3

3 Collections.

OFFICE OF THE SECRETARY
31 OCT. 1941
REPRESENTATIVE ASSEMBLY
AND
LEGISLATIVE COUNCIL

Submitted.

The marginally noted time-barred G.M. collections of 1915-16 which had been sent to G.M. Br. for opinion have been returned to General Records with remarks to the R.A. Section ~~for~~ to their preservation/destruction. The orders of the Asst Secy. may kindly be obtained ~~and~~ on the three files and returned to records early.

CBoon 31/10/41

R.A. Office)

The Thana Collections placed below are Kenyol Collections & they do not seem to be of much use at this distance of time after the Reforms. For orders whether these Collections may be destroyed. (in 349-15-1-3)

BVN 31-10-41

The last Collection may be preserved & the rest be destroyed.

1.11.41

Supdt. Gen Records)

BVN 1-11-41.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 05639—36,000—GPB—20-3-40

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

1) G. M. 342-15-1-4
2) G. M. 346-15-1

to .

Subd.

The marginally noted two G. time-barred collections of 1915-16 which had been sent for opinion to G. M. Branch have been returned to the Records to consult A and F. Branch as to their preservation or destruction. Orders may kindly be obtained for their preservation or destruction on these files and the files returned early.

CBao 31/10/41

Subd for perusal of G. M. collection 342-15-(1-4)

31/10/41

1/11/41

Subd for perusal of G. M. collection 346-15-1

1/11/41

1/11

Supdt of Records W.C.

11..

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 05639—36,000—GPB—20-3-40